



# ***GET SMART: KNOW YOUR SKILLS!***

## **FACILITATOR GUIDE**

### **SESSION OVERVIEW**

This 40-minute session assists students in defining and recognizing the vast number of skills they develop through a variety of life experiences and how these skills transfer to the workplace.

*\*This session is recommended to precede resume development.*

### **LEARNING OBJECTIVES**

1. Students will be able to define a skill.
2. Students will recognize the importance of knowing their skills.
3. Students will develop an understanding of the number and variety of skills they possess.
4. Students will identify sources of skill development outside of the workplace.
5. Students will recognize the transferability of their skills to the workplace.

### **MATERIALS**

Handout 1 – Personal Skills Checklist

Handout 2 – Employability Skills Checklist

Handout 3 – Building Work Skills through Everyday Activities Checklist

Chart paper and markers for Skill Development Group Activity Option 1

### **OVERVIEW AND TIMELINES**

Introduction - The “What” and “Why” of Skills	3 Minutes
Skill Identification	10 Minutes
Skill Development	20 Minutes
Skills in the Workplace	5 Minutes
Wrap Up	2 Minutes



# GET SMART: KNOW YOUR SKILLS!

## ACTIVITIES

### INTRODUCTION – THE “WHAT” AND “WHY” OF SKILLS

Ask the students the following two questions as an introduction to skills.

1. What is a skill? *A skill is the ability to do a task with a reasonable level of competence. Ask students for examples of skills. Record on board.*
2. Why is it important to know your skills?

#### *Top Up List for Facilitators*

- Increased self-awareness
- Increased confidence
- Identify areas for skill development
- Include in cover letter
- Highlight in resume
- Discuss in interviews (job, volunteer, scholarship, exchange, etc.)
- Finding a job that uses best skills
- Matching to an occupational goal

### SKILL IDENTIFICATION

Distribute the **PERSONAL SKILLS CHECKLIST** (Handout 1).

Ask the students to check off any skills on the list that apply to them.

Upon completion, explain that personal skills reflect who the student is as an individual and what type of employee they will be in the workplace. Desirable personal skills enhance an individual's employability.

The top three personal skills selected can be used by students to locate a work environment that requires those skills. These three skills should be evident on the student's resume.

Distribute the **EMPLOYABILITY SKILLS CHECKLIST** (Handout 2).

For each skill on the list ask the students to check whether they have it or need to develop it.

Upon completion, explain that employability skills are skills that increase a person's ability to do the job he/she was hired to do and that employers look for proof of these skills when hiring. These skills are important to have to succeed in the workplace.



# GET SMART: KNOW YOUR SKILLS!

The top three employability skill categories selected can be used by the student to direct him/herself toward employment opportunities that will best utilize those skills identified. As with the personal skills, these skills should be highlighted on the student's resume.

*Note: If proceeding to resume development ensure that students keep these checklists.*

## SKILL DEVELOPMENT

Explain to the students that skills are learned.

Ask students how and where they have learned and developed skills.

List their responses on the board.

### ***Top Up List for Facilitators***

- *Home responsibilities / chores*
- *Student at school*
- *School council*
- *Courses or lessons outside of school*
- *Membership in clubs or organizations*
- *Animal / pet care*
- *Sport team member*
- *Volunteer work*
- *Part time employment*
- *Babysitting*
- *Spending time with family*
- *Spending time with friends*

## GROUP ACTIVITY:

Separate class into groups of 3 – 4 students each.

Assign each group one of the activities listed on the board from the above discussion.

Ask students, within their groups, to brainstorm skills that would be developed or learned through involvement in that particular activity. Allow 3-5 minutes.

**Option 1:** Have students list skills developed by assigned activity on chart paper with markers; then post and present when completed.

**Option 2:** Facilitator writes skill list on board for each activity as student groups present.

Distribute **BUILDING WORK SKILLS THROUGH EVERYDAY ACTIVITIES** (Handout 3).

Explain that many of the skills employers are looking for are learned as you live your life and gain new experiences.



# ***GET SMART: KNOW YOUR SKILLS!***

Review the list of “everyday activities” and the skills developed in conjunction with those activities. Have students check off those that apply to them.

## **SKILLS IN THE WORKPLACE**

Describe how skills can be learned in one area of life and then used in another area of life. These skills are called **transferable skills**.

Review one of the skill lists generated from the previous Group Activity.

*Example – Involvement on a sports team could develop the following skills: teamwork, leadership, following instructions, time management, discipline, taking corrections, physical strength...*

Explain how these skills would be valued by an employer if they were transferred into a paid work position by a student employee. Skills that students are learning today can be applied to hundreds of different jobs.

Ask students for examples of jobs that would use these skills e.g. fast food worker, lifeguard, shelf stocker, dishwasher.

Review other skill lists from the brainstorming activity, as time allows, demonstrating the value of the skills listed when moved into a paid work environment.

Transferable skills are highly valued by employers.

## **WRAP UP**

To clarify that the learning objectives have been accomplished, ask the students these questions:

Did you identify some skills today that you didn’t realize you possessed?

Do you understand that you are learning important skills everyday in many of the activities you take part in and in many of the ways you spend your free time?

Do you recognize that these skills you learn everyday can be transferred to the workplace and are valued by employers?



# Personal Skills Checklist

Read the skills listed below and check off any that apply to you!

- |  |   |
|--|---|
| <input type="checkbox"/> Accurate                  | <input type="checkbox"/> Humorous               |
| <input type="checkbox"/> Active                    | <input type="checkbox"/> Independent            |
| <input type="checkbox"/> Adaptable                 | <input type="checkbox"/> Inventive              |
| <input type="checkbox"/> Adventurous               | <input type="checkbox"/> Logical / orderly      |
| <input type="checkbox"/> Ambitious                 | <input type="checkbox"/> Loyal / committed      |
| <input type="checkbox"/> Artistic                  | <input type="checkbox"/> Neat / clean / tidy    |
| <input type="checkbox"/> Calm                      | <input type="checkbox"/> Open-minded / tolerant |
| <input type="checkbox"/> Cheerful                  | <input type="checkbox"/> Outgoing               |
| <input type="checkbox"/> Compassionate / caring    | <input type="checkbox"/> Patient                |
| <input type="checkbox"/> Confident                 | <input type="checkbox"/> Precise                |
| <input type="checkbox"/> Conscientious             | <input type="checkbox"/> Productive             |
| <input type="checkbox"/> Considerate / respectful  | <input type="checkbox"/> Punctual               |
| <input type="checkbox"/> Cooperative               | <input type="checkbox"/> Reliable               |
| <input type="checkbox"/> Courteous / polite        | <input type="checkbox"/> Responsible            |
| <input type="checkbox"/> Creative                  | <input type="checkbox"/> Safety-conscious       |
| <input type="checkbox"/> Dedicated                 | <input type="checkbox"/> Self-reliant           |
| <input type="checkbox"/> Dependable                | <input type="checkbox"/> Sensitive              |
| <input type="checkbox"/> Detailed / thorough       | <input type="checkbox"/> Sincere                |
| <input type="checkbox"/> Determined                | <input type="checkbox"/> Strong                 |
| <input type="checkbox"/> Disciplined               | <input type="checkbox"/> Trustworthy / honest   |
| <input type="checkbox"/> Easy-going / good natured | <input type="checkbox"/> Understanding          |
| <input type="checkbox"/> Efficient                 |   |
| <input type="checkbox"/> Energetic                 |   |
| <input type="checkbox"/> Enthusiastic              |   |
| <input type="checkbox"/> Friendly / sociable       |   |
| <input type="checkbox"/> Hard-working              |   |
| <input type="checkbox"/> Helpful                   |   |

My top three **Personal Skills** are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



# Employability Skills Checklist

Read the skills and check off the response that best applies to you.

Skills	Yes!	Needs Work	Skills	Yes!	Needs Work
<b>Communication skills</b>			<b>Leadership skills</b>		
I read well	<input type="checkbox"/>	<input type="checkbox"/>	I'm a positive person	<input type="checkbox"/>	<input type="checkbox"/>
I speak another language	<input type="checkbox"/>	<input type="checkbox"/>	I can motivate others	<input type="checkbox"/>	<input type="checkbox"/>
I am comfortable speaking in public	<input type="checkbox"/>	<input type="checkbox"/>	I like to help others reach their goals	<input type="checkbox"/>	<input type="checkbox"/>
I speak clearly	<input type="checkbox"/>	<input type="checkbox"/>	I can assign and coordinate tasks	<input type="checkbox"/>	<input type="checkbox"/>
I write clearly	<input type="checkbox"/>	<input type="checkbox"/>			
I listen well	<input type="checkbox"/>	<input type="checkbox"/>	<b>Adaptability skills</b>		
I follow directions and understand what's being said	<input type="checkbox"/>	<input type="checkbox"/>	I have a positive attitude toward change	<input type="checkbox"/>	<input type="checkbox"/>
			I respect other people's point of view	<input type="checkbox"/>	<input type="checkbox"/>
<b>Teamwork skills</b>			I can handle transitions	<input type="checkbox"/>	<input type="checkbox"/>
I'm cooperative	<input type="checkbox"/>	<input type="checkbox"/>	I learn from my mistakes	<input type="checkbox"/>	<input type="checkbox"/>
I appreciate other people's ideas	<input type="checkbox"/>	<input type="checkbox"/>			
I know how to work toward group goals	<input type="checkbox"/>	<input type="checkbox"/>	<b>Math skills</b>		
I think positively	<input type="checkbox"/>	<input type="checkbox"/>	I am good at basic math	<input type="checkbox"/>	<input type="checkbox"/>
			I can do money math	<input type="checkbox"/>	<input type="checkbox"/>
<b>Time management skills</b>			I budget my money	<input type="checkbox"/>	<input type="checkbox"/>
I'm good at scheduling	<input type="checkbox"/>	<input type="checkbox"/>	I measure accurately	<input type="checkbox"/>	<input type="checkbox"/>
I set goals	<input type="checkbox"/>	<input type="checkbox"/>	I can calculate using numbers	<input type="checkbox"/>	<input type="checkbox"/>
I do what I say I'll do, on time	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Problem solving and decision making skills</b>			<b>My top three Employability Skills categories are:</b>		
I can think clearly	<input type="checkbox"/>	<input type="checkbox"/>	1. _____		
I can analyze situations	<input type="checkbox"/>	<input type="checkbox"/>	2. _____		
I know how to make informed decisions	<input type="checkbox"/>	<input type="checkbox"/>	3. _____		
I like solving problems	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Organizational skills</b>					
I get things started on my own	<input type="checkbox"/>	<input type="checkbox"/>			
I can prioritize what needs to be done first	<input type="checkbox"/>	<input type="checkbox"/>			
I set goals for myself	<input type="checkbox"/>	<input type="checkbox"/>			
I can handle interruptions and changes	<input type="checkbox"/>	<input type="checkbox"/>			
I can organize and care for equipment & supplies	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Learning skills</b>					
I'm curious	<input type="checkbox"/>	<input type="checkbox"/>			
I know how to read and find out information	<input type="checkbox"/>	<input type="checkbox"/>			
When I don't know, I ask	<input type="checkbox"/>	<input type="checkbox"/>			
I want to keep learning	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Computer skills</b>					
I can use a keyboard	<input type="checkbox"/>	<input type="checkbox"/>			
I can use software	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Creativity skills</b>					
I can come up with new ideas	<input type="checkbox"/>	<input type="checkbox"/>			
I like trying new ways of doing things	<input type="checkbox"/>	<input type="checkbox"/>			

(Adapted from Canada Prospects – AEI Publication)

# Building Work Skills Through Everyday Activities

*Check off the activities that help you develop valuable skills.*

	IF YOU...	THEN THESE ARE YOUR SKILLS...	✓
1	Like fast paced exciting games: laser tag or video games	<ul style="list-style-type: none"> <li>▪ observant</li> <li>▪ react quickly</li> <li>▪ work well under pressure</li> <li>▪ hand-eye coordination</li> </ul>	
2	Have volunteered	<ul style="list-style-type: none"> <li>▪ community-minded</li> <li>▪ willing to learn new skills</li> <li>▪ helpful</li> </ul>	
3	Have babysitting experience	<ul style="list-style-type: none"> <li>▪ trustworthy</li> <li>▪ responsible</li> <li>▪ reliable</li> <li>▪ caring</li> <li>▪ patient</li> <li>▪ follow directions</li> <li>▪ punctual</li> </ul>	
4	Enjoy spending time with friends	<ul style="list-style-type: none"> <li>▪ interact well with people</li> <li>▪ respectful</li> <li>▪ listen</li> <li>▪ communication</li> <li>▪ give and receive advice</li> <li>▪ sensitivity</li> <li>▪ negotiation</li> </ul>	
5	Enjoy participating in group activities like team sports or school clubs	<ul style="list-style-type: none"> <li>▪ team player</li> <li>▪ cooperative</li> <li>▪ committed</li> <li>▪ follow and take directions well</li> </ul>	
6	Are athletic and focus a lot of time and effort on sports or training	<ul style="list-style-type: none"> <li>▪ task-oriented</li> <li>▪ focused</li> <li>▪ physically fit</li> <li>▪ strength</li> <li>▪ self-discipline</li> </ul>	
7	Usually take the lead with your friends or have acted as a team captain or group leader	<ul style="list-style-type: none"> <li>▪ leadership</li> <li>▪ communication</li> <li>▪ decision making</li> <li>▪ negotiation</li> </ul>	
8	Have been given a lot of responsibility at home (eg. dishes, laundry, cleaning, mowing, shoveling)	<ul style="list-style-type: none"> <li>▪ responsible</li> <li>▪ organized</li> <li>▪ follow directions/instructions</li> <li>▪ helping others</li> <li>▪ contributing to a group</li> <li>▪ task completion</li> <li>▪ neat</li> </ul>	
9	Work with your hands to build, repair or create items	<ul style="list-style-type: none"> <li>▪ manual dexterity</li> <li>▪ hand-eye coordination</li> <li>▪ accurate</li> <li>▪ organization</li> <li>▪ measuring</li> <li>▪ follow directions</li> </ul>	
10	Entertain or perform music or drama in front of others	<ul style="list-style-type: none"> <li>▪ confident</li> <li>▪ self-assured</li> <li>▪ artistic</li> <li>▪ creative</li> <li>▪ focused</li> <li>▪ committed</li> </ul>	
11	Borrow things, like a friend's CD, and always return them on time and in good condition	<ul style="list-style-type: none"> <li>▪ responsible</li> <li>▪ respectful</li> <li>▪ considerate</li> </ul>	
12	Do well in math and feel comfortable working with numbers	<ul style="list-style-type: none"> <li>▪ precise</li> <li>▪ analytical</li> <li>▪ accurate</li> </ul>	
13	Do your homework and hand assignments in on time	<ul style="list-style-type: none"> <li>▪ scheduling</li> <li>▪ time management</li> <li>▪ goal setting</li> <li>▪ self-discipline</li> <li>▪ task focusing</li> <li>▪ conscientious</li> </ul>	
14	Shop and spend money	<ul style="list-style-type: none"> <li>▪ budgeting money</li> <li>▪ evaluating choices</li> <li>▪ making decisions</li> <li>▪ comparing</li> <li>▪ calculating (costs, tax, discounts)</li> </ul>	
15	Like books and reading	<ul style="list-style-type: none"> <li>▪ reading</li> <li>▪ learning new things</li> <li>▪ analyzing written material</li> </ul>	
16	Make a personal statement with your fashion and style	<ul style="list-style-type: none"> <li>▪ innovative</li> <li>▪ dynamic</li> <li>▪ confident</li> </ul>	

(Adapted from "Skill Building" pamphlet, Human Resources and Skills Development Canada)